

GALVESTON COUNTY SHERIFF'S OFFICE

VACANCY ANNOUNCEMENT

ESTABLISHMENT OF ELIGIBILITY

POSITION: **Telecommunicator/Entry Level Deputy- Communications**

Bureau/Division: Support Svc/Communications

Title/Rank: **Telecommunicator/Entry Level Deputy**

Assignment: **Communications/Shift (TBA)**

Reports to: **Sergeant-Communications**

Posted: **February 14, 2022**

APPLICATION DEADLINE: Monday, February 28, 2022 at 5:00 p.m.

JOB SUMMARY: This position receives emergency calls from the public and dispatches appropriate emergency personnel. Receives, evaluates, prioritizes and initiates responses to requests for information and services, including emergency services. Accesses, retrieves, disseminate, and protect confidential law enforcement related data from a variety of protected local, state and federal databases. Enters critical and confidential law enforcement data into TCIC and NCIC databases as well as perform related duties.

MINIMUM REQUIREMENTS:

- **Must** be able to work under adverse conditions and during unusual hours including nights, weekends, holidays and scheduled/unscheduled overtime.
- Possession of or ability to readily obtain TCOLE Basic Telecommunicator License, TCIC and NCIC certifications; competency commonly associated with completion of specialized training in the field of work
- Exceptional written and oral communication skills: able to speak, read, and write the English language in a clear and understandable fashion: pass a computerized test
- Possess a valid Texas driver's license
- Intermediate level or higher knowledge of computers, Microsoft Office, Internet, and able to learn job related software programs
- Able to proficiently type and 10 key, must pass a keyboarding test
- Must Pass a Criminal Background Check
- Minimum high school graduate or equivalent.

TO APPLY:

Interested parties should submit, no later than the **APPLICATION DEADLINE**, a letter of intent or email detailing their interest and qualifications along with their full name, contact address and phone number to:

Deputy Tammy Padron

Recruiting and Training Division

Phone: (409) 766-2321

E-mail: Tammy.Padron@co.galveston.tx.us

NOTICE TO APPLICANTS

The County of Galveston, the Galveston County Sheriff's Office, nor any elected or appointed official of either entity makes any promise, guarantee, contract, or offer, expressed or implied, of any current or future employment by the offering.